

REMOTE DEPOSIT CAPTURE USER GUIDE

Logging Into Remote Deposit Capture:

Option 1: Click on the Receivables Tab in online banking and choose Remote Deposit Capture

M	essage Center	Notifications	Cut-Off Times	Last Login: 10/19/202	2, 04:52 PM, EST 🛛 🛔 Hi, jkirsch 👻
	DASHBOARD	ACCOUNTS -	PAYMENTS -	RECEIVABLES -	REPORTING - ADMIN -
			Remote Deposit	Capture	Configure Dashboard
Expand All Collapse A	Infor	mation Center			
Group available balance: \$0.0	0 () 1	Nelcome!			~

Option 2: Go to linkbank.com and click on the Remote Deposit login page and enter your Remote Deposit credentials

Creating a New Deposit:

Once logged in, select **Transactions** from the main sidebar menu

Once logged in, select tran	isactions from the main sidebar menu
🚯 Dashboard	Dashboard
(Transactions	Overview
Collections	Configure the dashboard display by clicking the settings icon.
🗱 Admin 🗸	Welcome
Reports	Wednesday, October 19, 2022 You are currently logged in to the The Gratz Bank online system. Your previous login was on 10/18/2022 at 2:08 PM CT.

Select Remote Deposit Complete

LIN	(D) IKBANK		Transactions		
-	Dashboard	<	Transactions		
•	Transactions		Quick Links		
Q 0	Admin	~	Check Processing	Bulk Operations	
	Reports		Remote Deposit Complete	Void Resolve Approve	

Select Create New Deposit

Tra	insaction	s / Remote Deposit Com	plete					
0	pen De	posits		« < > »	10 Per Page Y	Displaying Page 1 of Records 1 to 4 of 4	1,	
	Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	D
			10/15/2015 1:11:04 PM CT	Cedar Ridge	Test Deposit	Ebbing Testing (BBB)	42 / 9	*
			10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201	Ш	30 / 5	
			11/25/2015 8:06:18 AM CT	AA CPP Locatio	08:05:36.4301793 11/25/2015	201511252	6 / 1	
			12/1/2015 1:35:11 PM CT	AA CPP Locatio	J's New Deposit	uiui	0/2	
				-	Create New Deposit	Close Deposit(s)	Delete Deposit(s)

Choose the correct Location (account), Number of Checks in the deposit, and enter the Total Amount of the Deposit

LIN	KBANK		1	Transactions		
2 20	Dashboard		<	Transactions / Remote Deposit C	omplete / Create	New Deposit
1	Transactions			Create New Deposit		
Q 0	Admin	~		Location *		
	Reports			Operating	~	
-				Deposit Name *		
				15:24:47.0094588 10/19/2022	Deposit	
				Number Of Checks *		
				5		
				Total Amount *		
				\$ 1000.00		
				Scanner Terminal Number		
				5900377		

Load the checks into the scanner and then select Create



The scanner will turn on and automatically feed the checks through the machine. Once all checks are scanned. Click **Compete Deposit**

Transactio	ns / Remote Deposit Complete / Depo	osit View						
« c	1 > >	10 Per Page 💙	Displaying Page 1 Records 1 to 6 of 6	of 1, All Items		✓ Refr	resh Data Entry	View
Check	MICR			Customer Number	Name C	on Account	Deposit Amount	Ec
1	:111016064: 0001124835	1013					\$85.24	Î
2		1013					\$85.24	
з		1013					\$85.24	
4	:111016064: 0001124835	1013					\$85.24	
5	:111016064; 0001124835	1013					\$85.24	-
	•							۱.
Front of	f Check Back of Check		Scann	ner Interface	<u>Reset</u>	Deposit St	tatus	
THIS DOCL	UNENT HAS A COLORED BACKGROUND AND MICROPHINTING. THE REVERSE SIDE IN	CLUDES AN ARTIFICIAL WATERMARK	Servic	e		Location		
	Michael Park 32-1608/1110 7808 Hunt PI #303 32-1608/1110 Dallas, TX 75287 Date015	1013 / <u>0%/2007</u>	Retriev	/ing Items for Batch '3	729490'.	AA CPP Loc	cation 1	
Pay to the order of	Demo Company	\$ 85.24	Scann	er		Control		
Demo Ba	nk Five Too	DOLLARS	Conne	ction To Device Cont	rol	1 / \$1.00		
- for	VD	ID	establi	shed		Scanned		
	016064: 0001124835* 1013		Termir	nal Number		6 / \$511.44		
							Complete De	posit

To send the deposit to the bank, click the checkbox beside the deposit and click Close Deposit

Note: If the check amount or MICR line cannot be read, you will still click Close Deposit and the deposit will be corrected by the bank

Tra	nsactions	/ Remote Deposit Com	nplete					
Op	en De	10 Per Page 💙	Displaying Page 1 of 1, Records 1 to 4 of 4					
	Open	Requires Rescan	Date Created	Location	Deposit Name	Custom Batch Id	Item Count (S/C)	Deposit Amount (S/C)
>			10/15/2015 1:11:04 PM CT	Cedar Ridge	Ebbing Test Deposit	Ebbing Testing (BBB)	42 / 9	\$6,369.92 / \$7,718.96
¥			10/20/2015 3:45:25 PM CT	Blossom Hill	15:44:39.8969439 10/20/201	Ш	30 / 5	\$4,796.43 / \$5,500.00
~			11/25/2015 8:06:18 AM CT	AA CPP Location 1	08:05:36.4301793 11/25/2015	201511252	6 / 1	\$511.44 / \$1.00
~			12/1/2015 1:35:11 PM CT	AA CPP Location 1	Jennie's New Deposit	uiui	0/2	\$0.00 / \$100.55
1								
						Create New Depos	sit Close Deposi	t(s) Delete Deposit(s)

The system will ask you to confirm closing your selected deposit(s). Select **Close** to confirm closing the deposit(s)



Reports:

Log in to the system, and select Reports from the left main menu

æ	Dashboard	<	Dashboard
0	Transactions		Overview
≣	Collections		Configure the dashboard display by clicking the settings icon.
0 0	Admin ~		Welcome
	Reports		Wednesday, October 19, 2022
			You are currently logged in to the The Gratz Bank online system. Your previous login was on 10/18/2022 at 2:08 PM CT.

Under Remote Deposit Complete Reports, select Deposit Results

Reports				
My Reports			-	Remote Deposit Complete Reports
I	No Records to displ	ay.		Standard Report –
				Show Items that Returned NSF Today
Shared Reports			-	Show Items that Returned Bad Account Today
				Show Items that Charged Back Today
Report Name	Owner	Report Type	Delete	Show Items that Settled Today
BH 2008.08.21.1341	Barb	Transaction		Show items that Settled Today
		Report		Show Items that Returned Other Check21 Today
bhemmitt2	Barb	Transaction		
		Report		Show Notice of Change Items
Jennie's Report Test	Jennie	Transaction		
		Report		Show Items Detected as Duplicate Transactions

Designate a **Location** for the report. Select a pre-defined date range for the report next to the Quick Pick option, or specify a **Start Date** and **End Date**

Location ID		Quick Pick	
	~	Today	~
Start Date		Start Time	
Jan 6, 2016	Ê	12:00 AM	~
End Date		End Time	
Jan 7, 2016	Ê	12:00 AM	~

Select **Get Deposits**. A list of batches matching the filters appears.

Depo	sits matc	hing your sea	rch criteria		Displaying Pag	ge 1 of 1 Records 1 - 2 of 2	2 □ ▼ 🖍 ≛-
			Records Per Page	e 10 ~			
ltem Details	Deposit Details	Create Date	Location	Custom Bato	:h ld	Batch Type	Description
-	Þ	12/1/2015	Location 1	uiui		Remote Deposit	.New Deposit
	B	12/21/2015	Avalon Campbell	5646542		Remote Deposit	17:49:04.1335657 12/21/2015

From the Deposit Results page, select View index the Item Details column to view events about that transaction in the deposit.

Depos	sits matc	hing your sear	ch criteria Records Per Page	Displaying Pag	ge 1 of 1 Records 1 - 2 of 2	2 🔲 🝸 🖍 🚣-
ltem Details	Deposit Details	Create Date	Location	Custom Batch Id	Batch Type	Description
	Þ	12/1/2015	Location 1	uiui	Remote Deposit	.New Deposit
	Ъ	12/21/2015	Avalon Campbell	5646542	Remote Deposit	17:49:04.1335657 12/21/2015

The *Items in deposit* will appear. To view batch details, select the icon under *the Item Details* column.

Reports / Deposit Results / Item Details									
Items in deposit J New Deposit Displaying Page 1 of 1 Records 1 - 1 of 1									
ltem Details	Check Image	Sequence #	ltem Date	Status	Customer Name	Routing / Account #	Check #	Amount	Deposit As
		1	12/1/2015	Rejected		111016064 / 0		\$85.24	/ NONE

The *Batch Item Details* page appears.

Reports / Deposit Results / Item Details / Batch Details							
Batch Item Details	Show Events	Hide Events					
Sequence #: 1							
Routing / Account #: 111016064 / 0							
Check #:							

Reports / Deposit Results / Item Details / Batch Details								
Batch Item Details			Show Events			Hide Events		
Sequence #:	1	Event Date	Event	Application	User ID	User Name	Description	
Routing / Account #:	111016064 / 0	12/1/2015 3:30:43 PM CT	Rejected	Remote Batch Deposit	6964		Image Quality Problem	
Check #:		12/1/2015 1:35:23 PM CT	CARReco	Orbograph	1		85.24	
MICR:	t111016064t 000???2483445o 10?3	12/1/2015 1:35:17 PM CT	CheckDecisioningError	0	0	RD	Check Decisioning Failed:Invalid character printed	
Amount:	85.24	12/1/2015 1:35:17 PM CT	Created	Remote Batch	197656			
Item Status:	Rejected			Deposit				

Select **Show Events** at the top of the page to display a record of events for this item.

For further instruction on how to use additional RDC features, please refer to the **Treasury Complete Guide** or contact **Professional Services** at <u>professionalservices@linkbank.com</u>